

- * Association with the event is appropriate
- * The event is of interest and benefit to the local civilian community and the Air Force.
- * There is no admission fee beyond what will cover the costs of sponsoring the event
- * No other statutes or regulations restrict the event. Check with your ethics official to make this determination

Personal Participation in Non-Federal Entities

Fundraising. Please refer to the *Fundraising* pamphlet.

Professional Associations. In some cases, you may get excused absences to volunteer in non-profit professional associations. You may also be granted limited use of federal government equipment to prepare papers to be presented at these events when:

- * Your paper or participation is related to your official position
- * The Air Force can derive a benefit from your participation
- * Preparation or participation does not interfere with your official duties

Community Support Activities. You may be permitted excused absences to volunteer in activities that promote civic awareness and uncompensated public service.

Examples: Disaster relief events, blood donations, voting, etc.

Interface with Local Civilians Employment. Enlisted members on active duty may not be ordered or authorized to leave their post to engage in a civilian business or professional activity if it interferes with the regular employment of local civilians.

Example: Members of military bands are restricted in the degree to which they may compete off base with civilian musicians.

Federal Government Resources. Please refer to the pamphlet, *Use of Position and Resources*, but in general you should not use official time or resources to perform personal duties.

Outside Employment. You must obtain written approval to engage in an outside business activity or receive compensation for outside employment.

Teaching, Speaking and Writing. You may use your title or position as one of several biographical details given to identify yourself, but you must give a disclaimer that your views are not those of the Air Force. Written disclaimers must be prominently displayed; oral disclaimers must be given at the beginning of the presentation.

If your subject matter pertains to military matters, national security issues, or subjects of specific DOD concern, it must be reviewed for clearance by the appropriate authorities. If you will be compensated for your efforts, check with your ethics official for more information regarding restrictions.

If you wish to sponsor an event but require assistance in making arrangements, you may arrange through regular acquisition procedures for a non-federal entity to provide assistance.

References:

5 C.F.R. § 1001.101, 5 C.F.R. § 2635.101-104, 301-305

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If you need advice on a particular situation, please contact SAF/GCA to set up an appointment with one of the attorneys.

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OFFICIAL CONDUCT WITH OUTSIDE SOURCES

"Integrity First"

OFFICIAL CONDUCT

WITH OUTSIDE SOURCES

This pamphlet provides general guidance for Air Force employees' conduct when interacting with non-federal entities. Please also refer to other pamphlets such as Post-Government Employment, Gifts from Outside Sources, and Fundraising. All of these pamphlets address specific activities with non-federal entities in more depth.

Official vs. Personal Capacity

When an employee is acting in an official capacity she is acting on behalf of the government. participation is derived from federal position or title, entails official positions or policies of the USAF, occurs on official time or involves expenditure of appropriated funds. When an employee is acting in a personal capacity, he is acting as a private citizen.

Official Participation with Outside Sources

Attendance. You may attend meetings, conferences, and seminars sponsored by nonfederal entities in your official capacity if there is a legitimate government interest for attendance, such as information gathering. You may not attend such events at government expense solely to acquire or maintain professional credentials that are a minimum requirement to hold your office.

Membership. You may serve as a liaison as part of your official duties to a non-federal entity when appointed by the head of your organization. He or she must determine that a continuing and significant Air Force interest is served by your representation. Although you will appear as a representative of the Air Force, it should be made known to the outside organization that opinions expressed by you as a liaison do not bind the Air Force to any action.

A *liaison* may be appropriate where an agency has an ongoing relationship with a non-federal entity. It is not necessary, however, for ad-hoc meetings/discussions.

Impartiality. You may not engage in official activities with a non-federal entity with which you have participated as an officer during the last year or in which you have a financial interest.

Remuneration. You may not receive any salary or financial supplement from a non-federal entity for doing your Air Force duties.

Management. You may not manage non-federal entities in an official capacity without authorization from the General Counsel, except in the following circumstances:

The Secretary may authorize an employee to serve without compensation as a director, officer, or trustee in a non-federal entity on a case-by-case basis. However, your functions must be limited to providing oversight, advice, and coordination. You may not participate in day-to-day operations or in the expenditure of appropriated funds. Participation in the management of the non-federal entity must not be your primary duty as a federal employee.

Co-sponsorship occurs when an Air Force command or organization develops substantial aspects of an event or provides logistical support.

Travel Approving Authority. If you are an active participant in an organization, you may not approve any official travel to an event sponsored by that organization. The approving authority must not be involved with that entity. If necessary, your request may be referred to a superior or an independent authority.

Co-Sponsorship. You may co-sponsor a civic or community activity if your supervisor determines that the activity is unrelated to the purpose or business of the non-federal entity.

You may co-sponsor a conference or seminar when:

- a. The event's subject is scientific, technical, or professional and is relevant to your mission
- b. The event's purpose is to transfer federally-developed technology or stimulate wider interest

- c. The co-sponsorship is accomplished through a written agreement that includes all relevant information
- d. There is no admission fee beyond what will cover the costs of sponsoring the event

Note: All of the above requirements must be met to co-sponsor a conference, seminar, or similar event. If you wish to sponsor an event but require assistance to make arrangements, you may arrange through regular acquisition procedures for a non-federal entity to provide assistance.

Endorsement. Endorsement of a non-federal entity may not be stated or implied by you in your official capacity.

Distributing Information. Official channels may be used to notify Air Force employees of events of common interest sponsored by a nonfederal entity.

Fundraising and Membership Drives. You may fundraise, endorse, and be a member in an official capacity of ONLY the following nonfederal entities:

- * The Combined Federal Campaign
- * Emergency and disaster appeals approved by Office of Personnel management
- * Army Emergency Relief
- * Navy-Marine Corps Relief Society
- * Air Force Assistance Fund
- * Other organizations composed primarily of DOD employees or their dependents

Logistical Support of Non-Federal Entity Events. The head of an Air Force component command or organization may provide employees in their official capacities to express Air Force policies as speakers or other participants, or permit the use of Air Force facilities and equipment as logistical support (except for fundraising or membership drives), when the following conditions are met:

- * Support does not detract from readiness or performance of regular duties
- * Air Force community relations, public affairs or training interests are served by this effort